

20 May 1983

MEMORANDUM FOR: OTE Unit Chiefs

FROM:

[redacted]
Executive Officer, OTE

SUBJECT: Designation of Individual to Serve as Contact with
OTE's ADP Control Officer

1. OTE currently has more than 140 users with access to the Agency's main computer system. Upon completion of the new Communications Equipment Room (CER), this number is expected to grow considerably. OTE's ADP Control Officer [redacted] serves as the focal point between the system's users and the Office of Data Processing. In order to more effectively communicate, serve needs, solve problems, and establish growth priorities, each office should appoint a knowledgeable person to act as the interface between the individual users and the ADP Control Officer.

2. The duties of this individual will include:

a. Communicating with the users in their office in regards to new developments and requirements, the receipt of passwords, minidisk maintenance, etc.

b. Attending regular meetings with the ADP Control Officer to assist in establishing procedures controlling the acquisition and efficient use of OTE's ADP resources.

c. Serving as a network through which the individual users will be able to report problems they are encountering.

d. Ensuring that security procedures are followed for the ADP equipment in their office.

3. You are asked to appoint a representative from your Unit by 27 May to serve as the focal point with [redacted] on ADP matters. This nomination and any questions may be directed to [redacted] on extension [redacted]

PG [redacted] (20May83)

Distribution:

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